

City of Brodhead

Audit and Finance Committee meeting minutes for the September 12, 2018 meeting

1. Meeting called to order by Nyman at 4:20 p.m.
2. Quorum was present as determined by roll call: Woodford, Naramore, Nyman, clerk Withee,
3. Clarification that payment for Pearl Island Bridge would be coming from donations and not the city. Question was brought up regarding the shortage of \$73K. The shortage was caused by Pearl Island funds being held in the city's checking account but was not part of the budget. When the money was paid out, this caused the shortage.
4. Committee Comments - none
5. Approval of minutes – Motioned by Woodford, seconded by Naramore to approve the August meeting minutes. Motion carried.
6. Pitney Bowes Proposal for mailing system – The 200 Series can only handle one envelope at a time, but will seal the envelopes. The 400 Series can handle a bulk of envelopes and will also seal. Motioned to be tabled by Nyman and Seconded by Woodford. Motion carried.
7. Proposal from Arrow Sales to redo floors – approval to have Arrow do the floors was motioned by Nyman and seconded by Naramore.
8. Treasurer's Report reviewed – There are delays in getting Library bank statements. Recommend to have Teresa get access for online viewing, with read only access.
9. Budget to Actual reviewed. Withee will review Planning & Economic Development on being over budget.
10. August 2018 Bank Reconciliation Report reviewed.
11. Future Discussions – Library Bank Statements, Pitney Bowes, Budget Proposal starting, and Planning & Economic Development current budget
12. Naramore made a motion to adjourn, Woodford seconded. Meeting adjourned at 4:59 p.m.

Submitted by Jennifer Naramore, acting as secretary